



Job Announcement

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OpeningDate:	March 13, 2009	Closing Date:	March 27, 2009
Job Title:	Administrative Assistant II	Position Type:	Regular Full Time
PIN:	079002	FLA. Status:	Non-Exempt
Location:	District 1, Baltimore City Baltimore, Maryland	Grade/Entry Salary:	J07 \$30,490 - \$36,168 (Depending upon Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: This is secretarial work providing support to the Associate Judges and Administrative Officials of the District Court for Baltimore City. Prepares and processes various reports, forms, records, correspondence, meeting minutes, memoranda and other documents from copy, handwritten and electronic rough drafts, dictation or recording equipment using a computer terminal, personal computer, word processor and typewriter. Operates various computerized record keeping and documents processing systems to input and retrieve data in support of departmental operations. Answers, screens, and routes telephone calls; coordinates meetings, arranges for facilities, schedules and makes appointments. Reviews, completes, codes, processes and files various forms, applications, and records in accordance with established systems, practices, standards and time lines.

Education: High School Diploma or GED.

Experience: Two years of experience in secretarial work involving the use of a personal computer and word processing software.

Note: Associate's Degree in Office Technology may be substituted for two years of required experience, and completion of a legal secretarial or related program may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of general office practices, office equipment, and business English. Ability to set up, use and maintain alphabetical and numerical filing system. Ability to understand and implement departmental rules, regulations, procedures and instructions; ability to accurately prepare and process a variety of reports, records and documents using standard office equipment and systems such as database, spreadsheet and word processing software, personal computer, computer terminal and typewriter. Ability to communicate effectively with court personnel, attorneys, co-workers and the general public and provide information in an efficient manner both in person and on the telephone. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data input test, each test not to exceed 5 minutes. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary Employment Application (unsigned applications will not be accepted) indicating the position title, PIN number and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.